



Job Posting

Position Title: IES Grant Project Manager

Reports To: IES Grants Manager and Data Specialist, Division of College, Career and Technical Education, Tennessee Department of Education.

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The Tennessee Department of Education (TDOE) was selected to receive a nearly \$7 million grant by the Institute of Education Sciences (IES), the statistics, research, and evaluation arm of the U.S. Department of Education, intended to improve and increase the utility of statewide longitudinal data systems. This grant will be used to improve and integrate existing information systems under two focus areas (College and Career Preparedness and Educator Talent Management) to empower Tennessee's students, parents, and educators to make well-informed and timely decisions based on current, relevant information drawn from K-12, postsecondary, and labor market data sources.

The College and Career Preparedness (CCP) focus area, which is overseen by the Division of College, Career and Technical Education, seeks to develop strategies and tools to grow postsecondary enrollment and attainment in Tennessee. The thesis of this project is that increased access to relevant, timely information and personalized postsecondary/career advisement will improve postsecondary attainment in Tennessee by helping students find the best educational opportunity to meet their needs and accomplish their goals.

The project consists of three principal areas of activity: 1) enhancing tools such as CollegeforTN.org to support student access to information and enhance counseling capacity in Tennessee schools; 2) researching technology-driven "nudge" strategies for encouraging students along the path toward postsecondary; and 3) growing school and district capacity for incorporating the use of longitudinal data in annual and long-term decision-making.



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Six school districts have agreed to participate in the project as Pilot Sites that will test more intensive school culture strategies and approaches to K-12 student counseling. This position will require regular travel throughout the state of Tennessee to provide direct, frontline support for the Pilot Sites and share findings from the research with stakeholders throughout the state.

Specific Position Responsibilities:

General Duties include:

1. Working with IES Grant – CCP School District Pilot Sites to maximize the value of their participation in this project and to ensure that mutually agreed deliverables are achieved in a timely fashion;
2. Monitoring rollout of student advisement interventions and providing technical assistance to Pilot Sites where needed;
3. Assisting with the evaluation of grant administration to ensure compliance;
4. Submitting, when requested, required federal reports on time, ensuring that they are of high quality and fully compliant;
5. Providing training and professional development to Pilot Sites and other internal or external stakeholders relevant to the success of this project;
6. Understanding and interpreting information drawn from TDOE data and the Tennessee Longitudinal Data System to support Pilot Sites.

Education and Experience:

- Bachelor's degree or higher in relevant field
- Experience leading projects with multiple stakeholders
- Very strong planning, organizational, and project management skills
- Very strong oral and written communication skills
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Proficient data literacy
- High level of comfort learning new software and tools
- Preferred, but not required: Experience or strong knowledge-base in middle or high school counseling, college access counseling, or student advisement in a postsecondary setting



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Qualifications:

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Jason.Parker@tn.gov. Applications are due by [Jan. 13, 2017](#).

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